

T/II/M-16
14 May 1965

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Sixteenth Meeting, 10 May 1965

Members or Their Representatives Present

25X1 CIA [] Chairman
DIA []
NSA []
STATE - Mr. Robert Whipp
ARMY - Mr. Robert Baxter
25X1 AIR FORCE - Lt. Col. Robert R. McAnaw
CSS - [] Secretary

Others Present

None

1. Members reported hours spent in support of task team matters outside of meetings for the month of April. Minutes of the previous meeting were approved.

2. The secretary distributed a paper on categories reflecting changes proposed by members at the last meeting. The paper also included a rewrite of the category and modifier descriptions with examples. A proposal to change the category title from Reference Service Products to Research and Reference Aids was accepted. This change reflects the incorporation of substantive abstracts/extracts or summaries as well as other types of research aids in this category.

25X1 3. [] discussed the CODIB meeting and the due date of 1 July for a task team report. He then distributed an outline for the report and task assignments. Sections 1 through 9 of the proposed report were discussed and were assigned to team members for preparation of drafts as follows:

Section 1 - Existing agency local item control systems
Assigned to []

GROUP I
Excluded from automatic
downgrading &
declassification.

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

- 2 -

Section 2 - Problem delineation: Need for more or more
consistent item control
Assigned to all team members

Section 3 - Item control concept-identification and description

Will be assigned later -- depends on findings
discussed in Section 2 plus Terms of
Reference, minutes and later part of the
report

Section 4 - Initial list of elements, required and desired
Assigned to

25X1

Section 5 - Initial categorization scheme including short
discussion of purposes, the scheme, its rationale
and examples
Assigned to

25X1

Section 6 - Item level-short discussion of problem. Attempt
definition of item
Assigned to

25X1

Section 7 - Tentative sample of item list
Assigned to

25X1

Section 8 - Scope of application of item identification for
initial operating system, suggested inclusions
and exclusions
Assigned to all team members

Section 9 - Services which might be provided by an item register
Assigned to all team members

Section 10 - System characteristics, including costs in
manpower, machine support, and money.

To be accomplished after sections 1 through
9 have been completed. All team members.

Section 11 - Implementation alternatives, including costs
in manpower, machine and money.
Same assignment as Section 10.

Section 12 - Discussion of alternatives to an item register

To be accomplished after sections 1 through 11
have been completed. Group discussion follow-
ed by an assignment to an individual member
to prepare draft.

C-O-N-F-I-D-E-N-T-I-A-L

- 3 -

Section 13 - Recommendations including tasks yet to be accomplished.

4. All members were requested to complete their assignments and provide drafts of their sections for review and discussion at the next meeting. Section 1 was excluded from this requirement and will be dealt with at a later date. Assignment of the preparation of drafts for sections 3 and 10-13 will also be discussed.

5. The next meeting will be all-day commencing at 0900 hours 21 May 1965 in [] office. Arrangements for all-day parking are being made. [] of the CODIB Support Staff will provide you with pertinent details on parking before the meeting.

[]
Secretary

C-O-N-F-I-D-E-N-T-I-A-L